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ABSTRACT

This statement of rules, policies, and procedures of the University of Oklahoma Libraries covers the areas of library government and organization, library faculty relationships, and criteria for tenure promotion and salary increases. Regulations for the election of officers, holding meetings, dues collection, committees and councils, and responsibilities of library faculty are defined. Criteria for tenure are presented, including consideration of teaching, research, and creative achievement, professional service, and university service, as well as criteria for appointment or promotion, and definitions of ranks from instructor to professor. Guidelines for filling faculty vacancies are discussed along with procedures to handle complaints and employment grievances of faculty, classified staff, student assistants, and special employees. Official policy on equal opportunity, confidentiality of library records, leaves of absence, and vacations and holidays are also included. Appendices contain procedures for evaluation of library faculty for tenure, promotion and salary increase, and nine sample tenure and promotion forms. (MBR)

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Rules of the University of Oklahoma Libraries Faculty

(Revised May 10, 1977)

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Including Criteria for Tenure, Promotion and Salary Increases.

(Adopted March 1, 1977)

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RULES OF THE UNIVERSITY OF OKLAHOMA LIBRARIES FACULTY
(Revised May 10, 1977)

PART I

LIBRARY ORGANIZATION AND GOVERNMENT

COMPOSITION

The Library Faculty of the University of Oklahoma shall be composed of the Director of Libraries, Associate and/or Assistant Directors, Curators of Special Collections, Librarians, and Subject Specialists or other such Specialists, with the rank of Professor, Associate Professor, Assistant Professor, or Instructor. At times there may be other academic appointments that are temporary and are indicated by other titles such as Lecturer or Preceptor or by the use of such adjectives as visiting, adjunct, clinical or acting.

The Library Faculty shall be organized as a single unit and shall function as a nondepartmentalized college with the Director of Libraries holding the rank of Dean. For administrative purposes, the Libraries are divided into the areas of Public Services, Technical Services, and Special Collections. While it is practical for various administrative units to exist and to operate individually in fulfillment of the Libraries' task, nevertheless, for organizational purposes the Library Faculty functions as a single body.

OFFICES AND ELECTIONS

Chairperson -- Director of Libraries
Committee A -- See Part I, Committees and Councils
Secretary-Treasurer -- Elected for the academic year
Representative to Classified Staff Association -- See Part II, Classified Employees.

The election of any Committee A member and the Secretary-Treasurer will be held at the regular Library Faculty meeting in April. Offices will be assumed at the beginning of the Fall Semester. In the event vacancies occur during a term of office, a special election, to fill the remainder of the term, will be held at the faculty meeting immediately preceding or immediately following the time of resignation.

The procedure for nominating a member of the Library Faculty to Committee A or to the office of Secretary-Treasurer shall be:

A. Members of the Library Faculty shall submit to the Director, in writing, names of the nominees.

B. The Director, or his/her designate, shall contact these nominees to ascertain their willingness to serve.

C. At least three days before the April meeting, the Director shall submit the list of nominees to the Library Faculty for its consideration.

MEETINGS

The Library Faculty shall meet at least once each month. An exception to this rule may occur in August. The Director of Libraries shall serve as ex officio Chairperson and shall determine time and place of meetings. Two-thirds of the membership of the Library Faculty shall constitute a quorum.

Minutes shall be kept of all Library Faculty meetings except during discussion of personnel matters.

Library Faculty meetings are to be attended by a representative of the Library Classified Staff Association. The representative is appointed by the Association. During discussions of Library Faculty personnel matters the representative will be excused.

DUES AND/OR ASSESSMENTS

Each member of the Library Faculty contributes, as needed, to a fund established for the entertainment of candidates invited for interviews. Instructors are assessed $5.00, Assistant Professors $10.00, and Associate Professors and Professors $15.00. The fund is administered by the University of Oklahoma Foundation. (Payment is to be made to the OU Foundation for Library Faculty Fund through the Library Faculty Secretary-Treasurer.)

GENERAL FACULTY REGULATIONS

The governing manual for Library Faculty members shall be the most current issue of The University of Oklahoma Faculty Handbook.

RESPONSIBILITIES

The Library Faculty shall make recommendations on such matters as:

A. Appointments of new Library Faculty members

B. Library Faculty transfers

C. Granting of tenure by tenured members as specified by The University of Oklahoma Faculty Handbook, 3.7.5f.

D. Advancement in rank as specified by The University of Oklahoma Faculty Handbook, 3.11, 3.11.1, 3.11.2; Criteria for Tenure, Promotion and Salary Increases, University of Oklahoma Libraries; and Procedures for Evaluation of Library Faculty for Tenure, Promotion and Salary Increases.

E. Policies and procedures of general concern to Library operation.

COMMITTEES AND COUNCILS

A. COMMITTEE A.

Committee A shall consist of two tenured members of the Library Faculty, plus the Director of Libraries who serves as Chairperson. The two tenured members shall represent two of the three areas of Public Services, Technical Services, and Special Collections. The Associate and/or Assistant Directors do not serve on Committee A.

Committee A members shall be elected for two-year terms with one position on the Committee becoming vacant each year. Persons who have served before may be reelected. To be elected to Committee A, a person must receive the approval of a majority of the Library Faculty members voting.

Procedure for nominating a member of the Library Faculty to Committee A.

See Part I, Offices and Elections.

The functions of Committee A are to prepare and transmit recommendations in such matters as:

1. The library budget
2. Salary increases
3. Tenure
4. Promotions in rank
5. Faculty vacancies

In addition, it shall be the responsibility of Committee A to meet annually with each nontentured faculty member. The chairperson will provide the faculty member with an annual written evaluation of performance as stated in The University of Oklahoma Faculty Handbook, 3.7.3h. A copy of the annual evaluation and pertinent comments of the discussion will be placed in the faculty member's personnel folder.

B. ADMINISTRATIVE ADVISORY COUNCIL

This group consists of Library Faculty members who meet at the request of the Director of Libraries. Generally, the group is comprised of the Director of Libraries, Associate and/or Assistant Directors, Curators of Special Collections, members of Committee A and others who may be directly concerned with the topics to be discussed.

This group is used as a sounding board by the Director of Libraries and serves as forum for the discussion of current library problems among department heads and others who are directly involved. It is not a policy-making body.

C. AD HOC GRIEVANCE COMMITTEES.

See Part III, Grievances and Complaints.

PART II

LIBRARY FACULTY RELATIONSHIPS

THE UNIVERSITY COMMUNITY

The University Libraries provide a central element in the fulfillment of the University's role in teaching and research. To be an effective instrument for teachers and students, the Libraries must provide adequate resources which are both effectively arranged and adequately serviced. It is the function of the staff to organize the Libraries' store of information and to provide the kind of services which facilitate use of the Libraries. The Library Faculty member is the catalyst whose manner and competence should insure maximum benefits to the University community.

UNIVERSITY LIBRARIES COMMITTEE (Formerly Faculty Library Council)

The University Libraries Committee consists of nine faculty members serving staggered three-year terms and two students serving one-year terms. Members of this committee are appointed by the President from lists of names submitted by the Faculty Senate for faculty members and by the Student Association for student members. The Director of University Libraries shall serve ex officio as chairperson of the Committee. The functions of the Committee are:

A. To make studies and recommendations as needed on matters of policy and other aspects of the University Libraries system.

B. To advise the President and the Director of Libraries concerning criteria for the apportioning of funds for books and periodicals.

C. To report annually to the President of the University and to the University Senate.

The Committee is not a part of the Library Faculty and does not exercise control or authority over the Library Faculty. The Committee does not concern itself with details of library administration.

CLASSIFIED EMPLOYEES

Classified employees are a significant part of the Library staff both in terms of number and contribution. The work they perform in the various offices and areas contributes substantially to the successful operation of the Libraries. They are entitled to the same benefits and privileges granted to other employees of the University who carry comparable status, including the privilege of attending classes at a reduced rate. Every encouragement should be offered them to take advantage of these educational

opportunities. In addition, every effort should be made to assure them the full benefits of University employment to which they are entitled.

To facilitate communication, a Library Faculty Representative is appointed by the Chairperson of the Library Faculty to attend meetings of the Classified Staff Association.

PART III

POLICIES AND PROCEDURES

Two-thirds of the Library Faculty shall constitute a quorum.

VOTING REQUIREMENTS

A. All voting regarding personnel shall be by secret ballot.

B. Proxy votes

1. Proxy votes are allowed in voting on:

a. Designated Committee A nominees

b. Other designated officers

c. Faculty transfers

d. New faculty appointments

2. Proxy votes must be submitted in writing to the Chairperson of the Library Faculty, or to the Secretary-Treasurer, who in turn, will cast them as instructed at the election.

C. All faculty members on regular appointments and Instructors on the Library Faculty have voting privileges. All other persons on temporary appointments (as defined in Part I: Composition) will not have voting privileges.

D. Offices

To be elected to either Committee A or Secretary-Treasurer, a person must receive the approval of a majority of the Library Faculty members voting. See Part I, Offices and Elections and Committees and Councils.

E. Appointments

1. Transfers

A majority of those faculty members voting shall be necessary for a transfer. See Part III, Transfers.

2. New Appointments

To be recommended for appointment a candidate for a permanent position must have approval of at least two-thirds of those Library Faculty members voting. See Part III, New Appointments.

F. Tenure

See University of Oklahoma Faculty Handbook, 3.7; Criteria for Tenure, Promotion and Salary Increases, University of Oklahoma Libraries; and Procedures for Evaluation of Library Faculty for Tenure, Promotion and Salary Increases.

G. Promotions

See University of Oklahoma Faculty Handbook, 3.11; Criteria for Tenure, Promotion and Salary Increases, University of Oklahoma Libraries; and Procedures for Evaluation of Library Faculty for Tenure, Promotion and Salary Increases.

H. Modifications of the Rules of the University of Oklahoma Libraries Faculty.

Modifications of the Rules may be made at scheduled Library Faculty meetings by a vote of the majority of those present. See Part IV.

CRITERIA FOR TENURE, PROMOTION AND SALARY INCREASES

(Adopted by the Library Faculty on February 24, 1977, and approved by the Provost on March 1, 1977.)

The Personnel Policy of the Faculty Handbook of the University of Oklahoma, Section 3, approved by the Board of Regents on February 12, 1975, is the basic statement of policy on tenure and promotion within the University. In addition to this policy, which applies to all University Faculty, specific criteria with regard to the Library Faculty have been developed in response to certain statements in the Personnel Policy:

1. Section 3.6.1: "Professional librarians in the discharge of their professional duties shall be regarded as engaged in teaching."

2. Section 3.7.4: "Each academic unit ... shall establish and publish specific criteria for evaluating faculty performance in that unit, so long as those criteria are in accord with this policy."

3. Section 3.7.4: "Evaluations shall address the manner in which each candidate had performed in (1) Teaching... (2) Research or Creative Achievement... (3) Professional Service... (4) University Service."

In establishing criteria for evaluating faculty for tenure, the provision is made that "in those cases in which specific assignments might limit the faculty member's involvement in any area of faculty responsibility, a written understanding to this effect should be filed in the provost's office..." (3.7.4). This comment applies to Library Faculty members, who, by the nature of their professional assignments, are expected to be involved a maximum amount of time with the teaching function, which in the Library requires a much higher percentage of actual contact hours than does classroom instruction. Owing to the limited time remaining for involvement in other responsibilities of the University Faculty, it should be understood that the greatest achievements and accomplishments of the Library Faculty should be expected in the area of the performance of their principal function, i.e., teaching.

Contributions in the areas of research or creative achievement, professional service and University service are

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*Revision of 1968/69 statement (2/24/77)

not precluded by the above position. The quality of performance demanded of the Library Faculty shall meet the standard of the University although the quantity of research or creative achievement and professional service outside the University will vary according to the size of staff, the scope of responsibility, flexibility in work schedule and the pressure of time in fulfilling the primary responsibilities assigned to the Library Faculty.

Tenure and promotion decisions shall be based on a thorough evaluation of the candidate's total contributions to the mission of the University and suitability to the long-range goals of the Libraries.

1. Criteria for Tenure

1. Teaching. Teaching is defined as including any function which relates to academic instruction, based on the understanding that when the librarian is performing his/her regularly assigned duties this activity is regarded as teaching. Teaching, as performed by the Library Faculty, includes:

a. Reference and research assistance to the University Faculty and students.

b. Co-ordination of collection development.

c. The provision of bibliographic organization and control over the Library's collections.

d. Instruction in the use of the Library and its resources.

The supervision of a practicum, teaching a credit course (including directed readings) or serving on master's, doctoral or honors theses committees will be considered as teaching activities but should be undertaken with due consideration of the time requirements of the Library Faculty member's primary assignment.

Continuing education in formal or informal programs which might be pursued by a member of the Library Faculty is a means to improve his/her teaching capabilities or develop new areas of professional expertise. Therefore, progress in this area may be considered as contributing to the fulfillment of the teaching responsibility.

The Library Faculty member's performance must demonstrate competence and the successful fulfillment of his/her assigned responsibilities.

2. Research or Creative Achievement. While the Library Faculty member's principal function is teaching, as defined above, he/she is also expected to be involved in formal activities of research or creative achievement. Much of the Library Faculty's accomplishment in these areas will be the result of the practical application of the principles of librarianship and in serving the needs of the University Community.

Evidence of the execution of significant research or creative achievement in librarianship may be represented by the following examples:

a. The development of new or innovative approaches to problem solving in specific areas of librarianship which will further enhance professional techniques and services.
b. The compilation of significant bibliographies, indexes, special catalogs, guide books, inventories, calendars, etc., whether for internal or external use.
c. The design and production of instructional media on the use of the Library and its resources.
d. The preparation of substantial internal and external reports involving research or the application of the librarian's professional abilities.
e. The publication of scholarly books and/or articles in professional and scholarly journals.
f. The presentation of research papers at professional conferences, conventions, seminars, workshops or meetings.

These activities should be judged by professional colleagues on and/or off the campus on the basis of their contribution to scholarship, the profession of librarianship and library service. The individual librarian is responsible for providing sufficient evidence to allow for evaluation by his/her professional peers.

3. Professional Service. "The term professional service always refers to activities directly related to the faculty member's discipline or profession." (3.6.3) The Library Faculty member is expected to participate in activities relating to the library profession but with due regard to the time requirements of his/her primary responsibility, teaching. Representative professional services may include, but are not limited to:

a. Active participation on Library Faculty committees, Library project task forces, etc.
b. Written reports of committees and/or professional meetings which do not involve original research.
c. Presentations to classes, groups, organizations, etc., or participation in a specialized professional capacity in programs sponsored by student, faculty, or community groups, beyond the faculty member's primary area of responsibility.
d. Membership in professional organizations, attendance at professional meetings, conventions, conferences, workshops, institutes, etc., and/or active participation therein.
e. Service on local, state, national, or international commissions, advisory boards, or agencies, public or private, utilizing professional expertise.

f. Consultation or service outside of the University.
g. Editing professional journals or other publications.
h. Reviewing books in professional and scholarly journals, periodicals, etc.
i. Refereeing of research papers submitted for publication.
j. Service within the University that reflects an application of specialized knowledge or skill in librarianship to the institution's affairs.

4. University Service. University service refers to participation in University affairs which does not require the application of specialized knowledge and skill of librarianship.

a. Participation in University Governance. "The faculty has a major responsibility in making and carrying out decisions affecting the educational and scholarly life of the University. Faculty members have a responsibility to contribute to the government of the University through ... participation on committees, councils, or other advisory groups at the department, college or University level." (3.6.4)
b. Administration. "Many faculty members are called upon to perform administrative tasks. These include service in such positions as department chair, associate or assistant dean, or director of a program or special center." (3.6.5)
c. Public Relations. "On occasion, the University's interests are served by faculty members requested to perform public relations tasks that might not necessarily involve the faculty member's discipline. These may include participation in a professional capacity in programs sponsored by student, faculty, or community groups; or appearances as a University representative before government bodies or citizen groups." (3.6.5)

The Library Faculty member is responsible for providing documentation of active participation in any activity which is to be considered as a professional service or as a service contribution to the University's program.

Determination of the adequacy of professional service and of University service will be made by peer evaluation.

II. Criteria for Appointment or Promotion

Initial appointment or advancement in rank will be dependent upon the candidate's achievement of the qualifying criteria specified for each rank. He/she must be of comparable stature with others at the same rank in similar libraries and shall possess an appropriate graduate degree (normally the master's degree from a program accredited by the American Library Association).

Promotion to the ranks of Assistant Professor, Associate Professor, and Professor shall be based upon the faculty member's high standards of performance and contributions in all areas of faculty activities--teaching, research or creative achievements, professional and University service. The basic quality which must be evident is the ability to perform at a high professional level in areas which contribute to the achievement of the goals of the University Libraries and to the educational, research and service mission of the University.

Performance and achievement, rather than time in rank, shall determine eligibility for promotion. Candidates shall be evaluated at regular intervals to determine their eligibility. The same criteria utilized in tenure considerations will be followed in the evaluations for promotion in rank.

1. Instructor. Candidates for appointment to this rank shall manifest a likelihood of successful overall performance and the potential for a promising career in librarianship.

A person may hold the rank of instructor for a maximum of seven years; however, only three years accumulate toward tenure.

2. Assistant Professor. Promotion to this rank shall require evidence of significant contributions to the Library, the University and the profession.

Primary emphasis shall be in the area of teaching, but there must also be evidence that he/she has begun to engage in activities of research or creative achievement and professional and University service.

3. Associate Professor. Promotion to this rank requires evidence of outstanding professional performance and substantial accomplishments in fulfilling all of the obligations of a faculty member.

Primary emphasis will be a high level of expertise, experience and effectiveness in the area of teaching. Professional development through formal and/or informal studies is expected. There shall be significant attainments in research or creative achievement. Contributions to professional and University service should be evident.

4. Professor. Promotion to this rank shall require a consistently outstanding level of performance and a continuance of excellence in contributions in all areas of faculty activities--teaching, research or creative achievement, professional and University service.

III. Criteria for Salary Increases

Criteria used for tenure and promotion will also be used for merit/salary increments.

IV. Evaluation of Library Faculty For Tenure, Promotion, and Salary Increments

Annual evaluation of Library Faculty will be based upon the criteria stated for teaching, research, and service. Tenure consideration will be drawn from a review of the candidate's entire probationary period with careful attention given to his/her potential for future contribution to the mission of the Library and the University. Promotion and salary increase considerations will include an evaluation of the faculty member's achievements from the time of his/her last promotion and/or salary increase.

Instruments of evaluation will necessarily vary for individuals due to the variety of professional assignments and opportunities for contact with other components of the University or professional community. Each faculty member's annual consultation with the Director of Libraries will establish appropriate methods of evaluation for that person.

Types of evaluation may be:

A. Peer evaluation by appropriate Library Faculty including Committee A.

B. Written evaluation by other University Faculty and by students where applicable.

C. Written evaluation by professional colleagues outside the University where applicable.

PROCEDURES FOR EVALUATION OF LIBRARY FACULTY FOR TENURE, PROMOTION AND SALARY INCREASES

See Appendix.

LIBRARY FACULTY VACANCIES

When a faculty vacancy occurs, the following guidelines shall be utilized:

The head of the library area and when appropriate the chairperson or director of the disciplines served shall be consulted concerning appointments. Generally, an appointment should not be made without the consent of the Director of Libraries.

A. TRANSFERS

1. When vacancies occur, the Library Faculty will be the first to be informed. Any Library Faculty member may request consideration for transfer to that vacancy. Normally a faculty member is expected to remain in his/her present position at least nine months before transferring to another department.

2. Members of the Library Faculty requesting transfers to these vacancies need not have an interview unless they so desire.

3. If a Library Faculty member applies, a vita will be circulated among all the Library Faculty. If a majority of the Library Faculty members voting approve the request, the transfer will be made.

4. Without majority approval, the Library Faculty member has the right to resubmit his/her vita in accordance with new appointment procedures.

B. NEW APPOINTMENTS

1. If there is no transfer within the Library Faculty to a vacancy in the Library, the position will be advertised. Recruitment procedures will follow those set forth by the Provost. The procedures will be in full compliance with affirmative action requirements.

2. For each vacancy, a Search Committee will be appointed to screen all applications for that position. The committee will include members of Committee A and additional appropriate personnel as appointed by the Director.

3. When possible, at least two candidates will be invited for an interview. Written evaluations of each candidate may be submitted to the Director.

4. To be recommended for appointment to a position on the Library Faculty, other than a temporary position, the candidate must receive the approval of at least two-thirds of the Library Faculty members voting. See Part III: Voting Requirements.

5. The University of Oklahoma Faculty Handbook (3.5.3) stipulates that prior to the awarding of tenure all full-time faculty appointments with the title of assistant professor, associate professor, and professor are term appointments; following the award of tenure, such appointments are continuous. All other academic appointments are temporary, and are indicated by other titles, such as instructor, lecturer, preceptor, or by the use of such adjectives as visiting, adjunct, clinical, or acting. Persons holding temporary appointments are not eligible for tenure and their contracts shall so specify.

6. A faculty member with a regular term appointment whose contract will not be renewed must be notified in accordance with the dates specified in The University of Oklahoma Faculty Handbook, 3.5.7. An instructor will be notified no later than March 1. This will be followed routinely except in cases of financial exigency.

C. TEMPORARY APPOINTMENTS FOR NO MORE THAN ONE YEAR'S TIME

To fill vacancies occuring because of emergency situations, temporary appointments may be made by the Director of Libraries with the consent of Committee A. If this person is to be subsequently considered for a Library Faculty appointment the application will be considered in the same manner as those of other applicants.

GRIEVANCES AND COMPLAINTS

The following procedures to handle complaints and employment grievances of Library Faculty, Classified Staff, Student Assistants, and Special Employees of the University Libraries are recommended:

A. GENERAL SUGGESTIONS AND COMPLAINTS

1. Suggestion and/or complaint boxes are established in the Catalog Department and near the elevators on the floors, for complaints or suggestions other than employment grievances.

2. Letters may be sent to the Assistant/Associate Director (Public Services) through the Central Mail Service.

3. The Assistant/Associate Director (Public Services) will send the suggestions and complaints to the appropriate people for attention.

B. EMPLOYMENT COMPLAINTS AND/OR GRIEVANCES

It is preferable that employee grievances and/or complaints be handled informally within the department, area, or work unit of the library whenever possible. When complaints cannot be satisfactorily resolved at these levels, the following procedures may be followed:

1. Any employee of the Library may request a hearing through any member of Committee A.

   a. Library Faculty Complaints

      (1) Committee A will handle all complaints of the faculty.

      (2) Alternates or substitutes may be appointed by Committee A when necessary for the purpose of conducting any hearing on complaints.

      (3) Faculty grievances may be brought before Committee A but such a hearing does not preclude ones right to appeal to the Academic Personnel Council, the Faculty Appeals Board and/or the Committee on Discrimination, which are the official agencies of the University.

b. Classified Staff Complaints

(1) An ad hoc committee, composed as follows, will hear complaints of the Classified Staff:

(a) One Library Faculty member to be appointed by Committee A.

(b) One Classified Staff member to be appointed by the Staff Executive Committee of the Classified Staff Association.

(c) One member from either the Library Faculty or the Classified Staff to be appointed by the above members.

(2) A hearing before a library grievance committee does not preclude an appeal as outlined by the grievance procedure in the Staff Handbook, the University of Oklahoma, 3.10.

c. Student Assistant or Special Employee Complaints

(1) An ad hoc committee, composed as follows, will hear complaints of the Student Assistant or Special Employee:

(a) One Library Faculty member to be appointed by Committee A.

(b) One member of the Classified Staff to be appointed by the Classified Staff Association Executive Committee.

(c) One Student Assistant (or Special Employee) to be appointed by the above members.

(2) A hearing before a library grievance committee does not preclude an appeal as outlined by the grievance procedure in the Staff Handbook, The University of Oklahoma, 3.10.

2. Information concerning the proper procedure for making suggestions and/or complaints shall be disseminated in writing to all present and future employees of the University Libraries by the Director's Office.

3. No member of a committee appointed to hear a complaint or grievance should be directly or indirectly involved in the circumstances of the complaint.

4. Complaints and responses may be presented either in writing or orally in accordance with the wishes of the complainant, but the Committee may ask for an interview if it is deemed necessary.

5. Provisions shall be made for both sides to be heard.

6. Proceedings shall be confidential and no publicity given at any stage unless all interested parties agree.

7. Recommendations of the Committee hearing complaints shall be forwarded to the Office of the Director for appropriate action.

EQUAL OPPORTUNITY POLICY IN THE UNIVERSITY LIBRARIES

The University Libraries follow the University Regents' official policy on equal opportunity at the University of Oklahoma as follows:

With respect to the admission and education of students, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of academic and non-academic personnel, with respect to the student and faculty activites conducted on the premises owned or occupied by the University, and with respect to student and faculty housing situated on premises owned or occupied by the University, the University of Oklahoma shall not discriminate either in favor of or against any person on account of race, creed, color, national origin, sex, age, or political beliefs; however, distinctions in bona fide employment policies based upon age and other distinctions may exist when they are socially acceptable and not prohibited by law. (Regents, 4-8-76) University of Oklahoma Faculty Handbook, 5.1.

All employees at the classified staff and student level are referred from the University Employment Service, and its procedures and practices will be followed.

The University Libraries shall follow the operating guidelines for affirmative action and equal opportunity procedures as set forth by the University of Oklahoma for both academic and nonacademic personnel.

POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS

The Faculty of the University of Oklahoma Libraries recognizes that the freedom to read includes the right to privacy and reaffirms the policy which recognized circulation records and other records identifying the names of library users to be confidential in nature. No such records which identify the name of a library user with specific materials shall be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

In keeping with the above-mentioned statement, the Library Faculty also recognizes its responsibility of insuring continuous access to library resources and affirms the policy that library users having overdue material being requested by others forfeit the right to name privacy after they have first been notified by the library that specific material is being requested by another user and there is failure to return such material.

LEAVES OF ABSENCE

A. SABBATICAL LEAVE OF ABSENCE

Sabbatical leave of absence may be granted by the President of the University, with the approval of the Regents of the University, to any tenure-holding faculty member who has completed six years of service in the University, provided that the time shall be given to study and travel approved by the President. For faculty on 9-month appointment, a sabbatical leave may be granted at half pay for a period not to exceed two semesters or at full pay for a period not to exceed one semester. For faculty on 12-month appointments, a sabbatical leave may be granted at half pay for a period not to exceed 12 months or at full pay for a period not to exceed 6 months.

After six semesters of full-time service, another alternative is available, namely, a one-semester sabbatical leave at half pay for 9-month faculty or a 6-month sabbatical leave at half pay for 12-month faculty. Initial eligibility for this sabbatical leave is established after a faculty member's first twelve semesters of full-time service. (Regents, 4/11/74)

B. SICK LEAVE OF ABSENCE, MILITARY LEAVE OF ABSENCE, LEAVE OF ABSENCE WITHOUT PAY

The Library Faculty will follow the policies as outlined in the University of Oklahoma Faculty Handbook, 3.16.2, 3.16.3, 3.16.4.

VACATIONS AND HOLIDAYS

A. The Library Faculty shall follow vacation policy as outlined in the University of Oklahoma Faculty Handbook, 6.3

B. Because the Library must accomodate its schedule to the continuous needs of research and class assignments, Library Faculty members will rotate and/or divide holiday and vacation periods so as to insure that fluctuating needs will be met. Because some Library Faculty members must be on duty during holiday periods, those who work during a holiday schedule take corresponding time off during between-semester breaks. Vacation arrangements should be formalized and affirmed by the individual's administrative head.

C. Between-session breaks are neither holidays nor vacation but periods which the faculty may utilize for professional improvement or research. Anyone who wishes to engage in professional or research activities during these periods shall make such arrangements as may be necessary to insure that service will be maintained. The Library Administration should be informed of these arrangements.

PART IV

MODIFICATIONS OF THE RULES AND DISTRIBUTION OF GOVERNING DOCUMENTS

Modifications of the Rules of the University of Oklahoma Libraries Faculty may be made at scheduled Library Faculty meetings by a vote of the majority of those present. Any motion to change faculty policy or rules shall be distributed to all faculty in writing at least three days in advance of the meeting at which the voting is to take place.

Any motion proposed during a faculty meeting to change existing policy shall be tabled until the next scheduled meeting at which time consideration will be given to the written proposal.

At the end of each fiscal year, the Secretary-Treasurer of the Library Faculty will have the duty of incorporating into the Rules any revisions made during the past year and of distributing these revisions to all faculty members. A complete revision of the Rules will be produced as needed.

As major revisions are made in The University of Oklahoma Faculty Handbook, a committee will be appointed by the Director of Libraries to incorporate the changes into the Rules.

The Director's Office shall provide all new Library Faculty members with copies of the Rules; The University of Oklahoma Faculty Handbook; the Staff Handbook, The University of Oklahoma; and the University of Oklahoma Libraries Staff Manual.

APPENDIX

Procedures for Evaluation of Library Faculty for Tenure, Promotion and Salary Increases

(Note: These procedures are supplementary to policy and procedural statements contained in the Faculty Handbook and the "Criteria for Tenure, Promotion and Salary Increases, University of Oklahoma Libraries." It is the responsibility of each Library Faculty member to become familiar with those documents.)

Eligibility for tenure is determined by the time limits indicated in the Faculty Handbook (3.7.3). Promotions and salary increases are governed by the "Criteria for Tenure, Promotion and Salary Increases, University of Oklahoma Libraries."

The basic document that will be used for all tenure, promotion and salary deliberations is the "Faculty Activities Report." Each Library Faculty member is to have an up-to-date report on file in the Director's Office. This report will be made available to every person involved in the various evaluative processes.

Each year, the Director will give each Library Faculty member who may be eligible for tenure or promotion ample notice to allow for gathering the necessary documentation for evaluation by the appropriate committees. Normally, credentials for tenure considerations will be gathered during the months of September and October and for promotion in February and March.

I. Procedures for Tenure Consideration

Each fall, when a person's eligibility for tenure is determined, each candidate will bring his/her "Faculty Activities Report" to current status. (Normally, the Provost notifies the Director of Libraries concerning the names of eligible persons.)

Procedures have been outlined by the Provost in a memorandum entitled "Call for Tenure Recommendations" (October 22, 1976) which provides details for the process in tenure considerations. The procedures outlined in that document include the following:

"(1) A faculty member who is eligible for tenure consideration should be notified by his/her department chair at least two weeks before the departmental colleagues determine their recommendation.

"(2) At the time of notification, the candidate for tenure should be requested to submit material which s/he believes will be helpful to an adequate consideration of strengths in relationship to the criteria used to determine tenure recommendations. The candidate should be provided a copy of the type of material to be included in the dossier and should be advised to consult with the chair or any other senior colleagues concerning the materials to include. It should be made clear, however, that responsibility for the contents resides with the candidate.

"(3) The department chair should be responsible for making the candidate's material available to each of the voting members of the department, and to the Provost. The departmental faculty copies should be distributed at least two days prior to the vote.

"(4) Preceding the vote, all eligible faculty voters who are available should meet for a discussion of the candidate's qualifications for tenure. It is assumed that the eligible voters will have studied the candidate's materials prior to the meeting.

"For candidates whose initial contract with the University was accepted after December 14, 1972, only tenured members of the department are eligible voters. Committee A should submit a separate recommendation on candidates whose initial appointment was after December 14, 1972.

"(5) The candidate should not be in the meeting during the discussion of his qualifications. S/He should be available, however, to enter the meeting long enough to answer questions or clarify circumstances relevant to his qualifications, if invited to do so.

"(6) At the conclusion of the discussion, the eligible faculty voters should vote by secret ballot.

"(7) The academic unit should prepare a recommendation to be forwarded to the Dean stating the results of the vote, its recommendation, and reasons.

"(8) The department chair should prepare a separate recommendation for forwarding.

"(9) Each Chair/Director is requested to notify the candidate within a few days after the departmental/school action as to whether the recommendation of the unit was to grant tenure, to extend probation, or to deny tenure. Each Dean should also inform the candidate as to his decision.

"Contents of Each Tenure Dossier

"In order to insure that each candidate for tenure has every opportunity to make the best possible case on her or his own behalf and that the evaluation of all candidates is conducted on an equitable basis across the university, each dossier should contain the materials specified below.

"While the four forms enclosed with this memo* should be completed in all cases and should appear as the first four pages of each tenure dossier, the precise format for presenting the remainder of the dossier is left to the discretion of each college.

"1. The cover sheet for each tenure dossier should consist of the completed form (Summary of Recommendation Concerning Tenure) enclosed with this memo. This form provides a useful summary of data concerning the candidate for tenure, data concerning his or her department /school, and the recommendations of the department. While the department is asked to complete this form, the budget dean is asked to verify the completeness and the accuracy of the data.

"2. The second page of the dossier should be the Recommendation of the academic unit on the appropriate enclosed form.

"3. The third page should consist of the written recommendation of the Chair with supporting reasons.

"4. The fourth page should consist of the written recommendation of the College Dean with supporting reasons.

"Data and Information Concerning the Candidate. Most of this material will be supplied by the candidate, but the department/school may wish to assist the candidate by supplying certain kinds of data from departmental files.

"(a) Complete and up-to-date vita, including a summary of college and university degrees earned, of all professional employment, and of all professional honors and awards.

"(b) Data on Teaching and Advising. For each undergraduate and graduate course taught each semester and each summer session at OU, please list the call number, title of the course, and approximate enrollment.

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*See Samples 1-4.

Please provide analogous information about each teaching assignment under OCCE auspices, and indicate whether or not extra compensation was received.

Please indicate the nature and extent of involvement in the academic advising of students at OU.

"(c) Complete and up-to-date list of books, monographs, journal publications, and paper presentations (or recitals, exhibitions, dramatic performances, etc.). Please provide complete citations (inclusive pagination, names of co-authors, etc.) for all publications. Manuscripts in press or submitted for publication should be listed separately, and abstracts should be distinguished from complete articles.

"(d) Grants and Contracts. For each grant and contract the candidate has received at OU, please specify title, nature, dollar value, time period, any co-principal investigators, student involvement, etc.

"(e) Theses and Dissertations. For each master's or doctoral student at OU for whom the candidate was the major adviser, please list the name of the student, the title of the thesis or dissertation, the date (or expected date) of completion, etc.

"(f) List of all Outside Employment Activities, since coming to OU, indicating for each the date, the employer, and the nature of the work performed.

"(g) University Service. Please indicate membership (with dates) in task forces, councils, committees, Faculty Senate, etc., at the departmental/school, college, and university levels. Also indicate nature and extent of advising of student organizations.

"(h) Professional and Public Service. Please indicate (with dates) offices held in professional organizations, service on advisory panels, commissions, etc.

"(i) Other pertinent data or information. Please list seminars or papers presented at other colleges or universities, significant travel, and/or any other items considered by the candidate to be pertinent to her or his professional development.

"Evaluation. Based on the data and information listed above, the department is asked to evaluate the candidate's performance in teaching, research, and service and to indicate how the candidate's expertise is expected to contribute to the long-range development of the department/school, college, and university.

"(a) Teaching and Advising. Please include an assessment of both student and peer evaluations of teaching and academic advising, being sure to summarize strong and weak areas at both the undergraduate and graduate levels (including the supervision of master's and doctoral theses and dissertations). More important than the raw data from student evaluations is an analytical interpretation of their import and significance. Also include an evaluation of any of the candidate's publications which relate to teaching. Any other related information is invited.

"(b) Research, Scholarly, and Creative Activities. Please present a critical assessment of the content, significance, quality and quantity of the candidate's published research, scholarly, or creative activity, including any evidence of the extent to which this work has earned her or him regional or national recognition. Confidential letters from off-campus scholars or distinguished professionals in the field will normally be required for tenure consideration. These should be solicited by someone other than the candidate. These letters are also useful for consideration of promotion recommendations.

"(c) Service. Please present a critical assessment of the nature, significance, quality and quantity of work in this area, including any evidence of demonstrated leadership roles. Confidential letters form appropriate persons outside the department who are well acquainted with the candidate's service work often are useful in this regard, particularly if these persons are able to distinguish the extent to which the candidate contributed to fulfilling the charge given to the council, committee, or other group.

The procedures cited above will be followed in all areas that are pertinent to the Library Faculty and in keeping with the Library Faculty's published "Criteria for Tenure."

At the time the tenured members of the Library Faculty meet to consider the qualifications of eligible persons, the status of those persons who will be eligible for tenure during the next year will be discussed. The purpose of this discussion will be to identify areas in which a person may be deficient in fulfilling the criteria for tenure, to offer advice for improvement or recommend that a person be put on a terminal contract and not permitted to become tenure eligible. (See Faculty Handbook 3.5.7 for regulations on expiration of term contracts.)

II. Procedures for Promotion Recommendations

A. Soon after January 1 of each year, every Library Faculty member will bring his/her "Faculty Activities Report" to current status.

B. Recommendations will be solicited from the Library Faculty members holding the rank of Assistant Professor or above concerning persons in lower ranks who should be promoted. (Instructions and forms for this purpose are attached as samples 5-6.)

Also, any person who feels he/she is eligible for promotion may notify the Director and supply justification for his/her eligibility.

C. Ratings will be prepared by the Director, the Associate Directors (for persons under the supervision of each), the Curators (for persons under the supervision of each) and Committee A. Sample forms 7-8 are used for this purpose.

D. Supporting documentation will be sought as appropriate to each case. This documentation will include such items as letters of recommendation, commendations, and other appropriate forms of evaluation.

E. Committee A will review all documentation and will write a recommendation. The Director will also review all documentation and will write a recommendation.

F. Recommendations for promotion from both Committee A and the Director, along with the appropriate supporting documentation will be forwarded to the President. (See sample 9.)

III. Procedures for Salary Increases

A. Priorities for salary increases are:

1. Promotion
2. Merit
3. Tenure

B. As indicated in the "Criteria for Salary Increases," the annual evaluation of Library Faculty performance for purposes of recommending merit salary increases will consider each of the areas of performance listed in the "Criteria for Tenure, Promotion and Salary Increases." For merit increases, emphasis will be placed on the more recent performance.

C. The "Faculty Activities Report" for each Library Faculty member will be reviewed by Committee A. Written recommendations, commendations and any other available evaluative documentation which may have been submitted will also be reviewed. Committee A will prepare an evaluation of each Library Faculty member. (See samples 7-8.)

D. Salary increases will be given on the basis of:

1. The priorities listed above (Item A)
2. Committee A evaluations

Consideration will be given to past salary inequities which may have occurred due to inadequate funding or other causes not related to performance.

Sample I

SUMMARY OF RECOMMENDATION CONCERNING TENURE

Name of Faculty Member: _____

_____ _____ _____

Current Rank | Department/School | Specialty

1. OTHER DATA ON CANDIDATE:

Year of Birth: _____ Last Degree: _____ _____ _____

Degree | Institution | Year

First OU Appointment: _____ _____ $ _____ (mos.)

Mo. & Year | Rank | Salary

Current Salary: $ _____ (mos.) Salary Increase for 1977-78: $ _____

PREVIOUS FULL-TIME ACADEMIC EMPLOYMENT

Rank	Institution	Inclusive Years

2. DATA ON FULL-TIME FACULTY (including visitors) IN CANDIDATE'S DEPARTMENT/SCHOOL
(Deans are asked to verify these data)

Rank	Tenured	Non-Tenured	Totals	Vacancies
Full Professor				
Associate Professor				
Assistant Professor				
Instructor				
Totals				

3. VOTE OF DEPARTMENT/SCHOOL *

	No. of Votes	Date of Vote: _____	
GRANT Tenure		Those Voting: Tenured Only	
DENY Tenure		All Faculty	
EXTEND Probation		This vote is verified as accurate by:	
ABSTAIN		_____, Chairman	
Unavailable		_____, Com. A Member	
		_____, Com. A Member	

* A recommendation to grant or deny tenure requires a majority decision of all those polled, including those abstaining. If neither of those recommendations received a majority vote, or if the majority votes to extend probation, the recommendation must be to extend probation.

Sample 2

RECOMMENDATION OF ACADEMIC UNIT

(If the candidate is a member s/he shall disqualify herself or himself from participation in her/his own case).

GRANT TENURE_____ DENY TENURE_____ EXTEND PROBATION_____

The reasons are as follows: (Please attach additional sheets, numbered 2a, 2b, etc., as necessary)

Signature of Chairman Signature of Member Signature of Member

A Committee A member dissenting from the Committee's recommendation should write dissent over his signature, and attach a sheet stating her/his recommendation and the reasons for it.

Committee A recommendations are not necessary if the candidate's initial appointment was on or before December 14, 1972 unless the recommendation of the tenured members is more advantageous to the candidate than the recommendation of the teaching staff as a whole. If the recommendation of the tenured members is the one used, then a Committee A recommendation must also be reported.

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RECOMMENDATION OF CHAIR/DIRECTOR

(If the candidate is a member, he/she shall disqualify himself or herself from participation in his/her own case)

GRANT TENURE _____ DENY TENURE _____ EXTEND PROBATION _____

The reasons are as follows: (Please attach additional sheets, numbered 2a, 2b, etc., as necessary)

_____
Signature of Chair

Sample 4

OU 7228

RECOMMENDATION OF BUDGET DEAN

GRANT TENURE _____ DENY TENURE _____ EXTEND PROBATION _____

The reasons are as follows: (Please attach additional sheets, numbered 3a, 3b, etc., as necessary)

Date

Signature of Dean

Sample 5

THE UNIVERSITY OF OKLAHOMA INTEROFFICE COMMUNICATION

To Library Faculty Members with Rank of Assistant Professor or Above *Date*

From Committee A *Subject* Attachment

Committee A is charged with the responsibility for preparing and transmitting recommendations regarding promotion in rank to the University Provost. As a part of this function, the opinions of the Library Faculty who hold the rank of Assistant Professor or above are being sought concerning the advisability of promotion for each member of the Library Faculty who holds a lower rank. This information is being requested as an advisory action, and the responses are not to be regarded as votes.

An Annual Activity Report for each person is on file in the Director's Office. If you wish to have additional information concerning any person beyond any you may now possess, you may consult that person's activity report.

If you wish to recommend a person for promotion, a letter or memorandum should accompany the enclosed form. Any recommendations should take into account the criteria for promotion to each rank as stated in the "Criteria for Tenure, Promotion and Salary Increases."

Please mark the enclosed form and return it, along with any letter(s) of recommendation to the Director's Office by March 14.

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Sample 6

UNIVERSITY OF OKLAHOMA LIBRARIES

Recommendations for Promotions
for Fiscal Year 1977/78

Rank & Name	Date of Initial Appointment	Date of Appointment to Rank	Promotion Recommendation Yes	No	Don't Know
Instructor					
Anderson, Carol	1976	1976	___	___	___
Andrews, Karen	1973	1973	___	___	___
Galura, Rosario	1973 (Spec. Inst.)	1974	___	___	___
Lisowski, Andrew	1974	1974	___	___	___
Morrison, Daryl	1974	1974	___	___	___
Wright, Gerry	1976	1976	___	___	___
Assistant Professor					
Alsip, James	1975	1975	___	___	___
Bailey, VaRue	1953	1967	___	___	___
Clark, Lenore	1969	1972	___	___	___
Faw, Marc	1967	1970	___	___	___
Goodman, Marcia	1973	1976	___	___	___
Guilfoyle, Marvin	1973	1976	___	___	___
Haley, Jack	1957	1974	___	___	___
Harrington, Sue	1968	1972	___	___	___
Hawkins, Annelle	1976	1976	___	___	___
Hood, Bess	1966	1971	___	___	___
Hurst, Don	1972	1975	___	___	___
Joyce, Beverly	1972	1975	___	___	___
Kidd, Claren	1972	1975	___	___	___
Pelley, Shirley	1966	1971	___	___	___
Saxon, Mary Esther	1970	1973	___	___	___
Scharmer, Roger	1973	1976	___	___	___
Weddle, Karen	1973	1975			
Associate Professor					
Donnell, Janice	1963	1970	___	___	___
Milby, T.H.	1961	1970	___	___	___
Seifert, Jan	1976	1976	___	___	___
Zink, James	1971	1973	___	___	___

Sample 7

To: Committee A

Date: April 8, 1977

From: James Zink

Subject: Evaluation of Library Faculty

Rate each of the Library Faculty by the following scale in terms of (1) teaching - performance of assigned library duties (career development activities may be considered in this category); (2) research or creative achievement - includes publication as well as special projects which demonstrate applied research; (3) service - both service to the University and the profession are to be included in this category. (Note: these terms are defined in the personnel policy in sections 3.6.1, 3.6.2, 3.6.3 and 3.6.4.) (Some faculty members may not have the opportunity to serve on University committees or participate in University governance. This should be considered in the evaluation.)

Rating Scale Used on Faculty Evaluation

OUTSTANDING: (EXCEPTIONAL) 5 points

Exceptional and consistent performance and demonstration of an unusually high degree of competence, responsibility, initiative and professional expertise. Activities must indicate an extra high quality and quantity of accomplishments beyond that which might be expected.

SUPERIOR: (EXCELLENT) 4 points

Excellent performance and demonstration of a high level of competence, responsibility and professional development with continuing interest in career development.

ABOVE AVERAGE: (GOOD) 3 points

Satisfactory performance of more than the minimum required duties in a highly competent manner and demonstrated initiative and potential for further growth and development of professional expertise.

AVERAGE: (AVERAGE) 2 points

Performance of minimum required duties in a satisfactory manner and demonstrated potential for future growth and professional development.

BELOW AVERAGE: (UNSATISFACTORY) 1 point

Unsatisfactory performance of minimum required duties, and indication that there is need for further training and development.

Record your ratings on the attached sheet. Activity reports on file in the Director's Office should be helpful in making these evaluations. If you wish to make additional comments about any person you are evaluating, so indicate in the column headed "Remarks" and attach additional sheets as needed. Only the names of the Library Faculty who will be continuing throughout the next fiscal year are listed on the rating form.

Sample 8

UNIVERSITY OF OKLAHOMA LIBRARIES

FACULTY EVALUATION 1976/77

	TEACHING	RESEARCH/ CREATIVE ACHIEVEMENT	SERVICE PROF.	SERVICE UNIV.	REMARKS
James Alsip					
Carol Anderson					
Karen Andrews					
VaRue Bailey					
Lenore Clark					
Janice Donnell					
John Ezell					
Marc Faw					
Rose Galura					
Marcia Goodman					
Marvin Guilfoyle					
Jack Haley					
Sue Harrington					
Annelle Hawkins					
Bess Hood					
Don Hurst					
Beverly Joyce					
Claren Kidd					
Andrew Lisowski					
T.H. Milby					
Daryl Morrison					
Shirley Pelley					
Duane Roller					
Mary Esther Saxon					
Roger Scharmer					
Jan Seifert					
Karen Weddle					
Daniel Wren					
Gerry Wright					

UNIVERSITY OF OKLAHOMA INTEROFFICE COMMUNICATION

TO: President Paul F. Sharp DATE: _____

SUBJECT: Recommendation for Promotion of _____

_____

Current Rank | Proposed Rank | Department or School | Specialty

1. Other Data on Candidate

Year of Birth: _____ Last Degree: _____
(Degree) (University) (Year)

OU Appointment History	OU Salary History[1] (Acad/Yr)	OU Leaves
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Tenure Awarded _____	_____	

2. Full-time Faculty[2] in _____

	Tenure	Non-Tenure	Total
Full Prof.	_____	_____	_____
Assoc. Prof.	_____	_____	_____
Asst. Prof.	_____	_____	_____
Instr.	_____	_____	_____
Total	_____	_____	_____

3. Recommendations from Department and Deans

Committee A: _____

Budget Dean: _____

Univ. College Dean: _____

Graduate Dean: _____

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(1) For 12-month faculty, insert (12) after each salary entry.
(2) Include visitors and special instructors but no vacant positions.

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